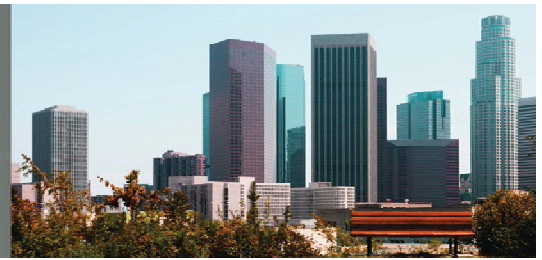


Los Angeles Superior Court



VACANCY ANNOUNCEMENT

Restricted to current, permanent employees of the Superior Court of California, County of Los Angeles or County of Los Angeles

SENIOR MANAGEMENT SECRETARY

\$4,498.55 - \$5,742.09 Monthly*

THE POSITION:

The Facilities Division has a vacancy for a Senior Management Secretary. The incumbent is responsible for performing a variety of complex, responsible, specialized, and confidential secretarial and administrative support functions for the Facilities Director and Administrator. Incumbent independently produces a wide range of documents and reports requiring a thorough knowledge of Court and district regulations, policies and procedures.

The Facilities Division performs a multitude of complex administrative duties associated with court-wide facility related activities requiring coordination as well as formulation of memorandums, procedures, surveys and reports for the Director and management staff as needed.

EXAMPLES OF DUTIES:

- Maintains calendar for Facilities Director and Administrator; makes and confirms meeting arrangements; attends meetings; takes meeting notes and prepares and distributes Minutes; gathers data and generates periodic reports.
- Reviews, determines priority and routes incoming correspondence; maintains records and logs of specialized or technical documents processed; coordinates bulk mailings; Makes and confirms travel and other arrangements for training and business trips.
- Answers, screens, and directs telephone calls; maintains a high level of customer service while assisting customers.
- Performs bi-weekly timekeeping for division; maintains and reconciles timekeeping records on a regular basis.
- Organizes, maintains, and updates subject, project, confidential, and specialized files; maintains and updates file indexes, removes and archives inactive files.
- Performs data entry for Procurement Request Tracking System; maintains procurement and purchase order records; reviews delivery receipts and inspects merchandise to verify conformance to purchase order specifications; follows up on delays in acquisition.

ELIGIBILITY REQUIREMENT:

Candidates interested in applying for this position must currently hold a payroll title at the level of Superior Court of California, County of Los Angeles Management Secretary and above.

DESIRABLE QUALIFICATIONS:

- Ability to work independently, set priorities, and multi-task projects to meet the needs of this division.
- High degree of proficiency using Microsoft Word, Excel, and Access.
- Knowledge of Court policies and procedures for human resources, timekeeping, purchasing, and finance.
- Knowledge of principles of sound business communication and correct English usage, both verbally and written.
- Ability to understand, interpret and respond to internal and external customer needs and expectations.
- Prepare clear, concise and comprehensive correspondence and other documents.

EXPRESSION OF INTEREST:

Interested candidates should submit a letter of interest, resume, and copies of their most recent performance evaluation and attendance records for the past two years by Friday, August 8, 2014, to Henry Hernandez, Facilities Director, at 111 N. Hill Street, Room 623, Los Angeles, California 90012.

All materials submitted will be evaluated and only the most qualified employees will be contacted for an interview. The interview process will be used to determine the final selection. If you have any questions, you may contact Bonnie Armenta at (213) 893-1262.

*Certain classifications may be eligible for out-of-class bonus if appointed.



Posted: 08/01/2014

THIS IS NOT AN OFFICIAL EXAMINATION